



Assistant Director

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

Job Information
Job Type: Full-Time
Number of Vacancies: 1
Pay Grade: 21
Hiring Salary Range: \$62,9223.28 - \$100,450.00
Location: Atlanta, GA
Opens: October 23, 2014
Closes: November 2, 2014
(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact
404-463-5664 or e-mail
hr-email@spo.ga.gov
SPC will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:
Email **resume** in Microsoft Word/PDF format to:
hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:
Assistant Director



Website: www.gspc.ga.gov

Position Overview
<p>Duties: Under broad supervision assists the Deputy Director in management of all activities related to the strategic and tactical planning, approval and use of State real estate assets. Manage the performance of various key functional activities in the real estate portfolio including Planning, Asset, Space and Transaction Management. Develop and promote new initiatives or enhance existing practices for breakthrough solutions such as improved leasing practices, performance management, service level definitions, knowledge transfer and continuous improvement in all major real estate services.</p> <p>Minimum Qualifications (Agency Specific): Completion of an undergraduate degree with ten (10) years of professional level experience in the real estate field or public administration. Demonstrated experience in developing and achieving long-term and short-term goals and plans.</p> <p>Preferred Qualifications: Experience with public/private real estate portfolios including acquisitions, sales and/or leases involving multi-million dollar transactions; Experience working with the State Legislative process.</p> <p>Competencies: Strong organizational, analytical, project management and interpersonal skills. Ability to interact with landlords, agencies, contractors, and co-workers in an articulate, courteous and professional manner at all times. Knowledge of real property law, state law that regulates many aspects of tenant/landlord relationships and associated lease documentation, leasing practices, accounting, finance, public administration, budget preparation and office operating procedures. Sound research and analytical skills; Strong technical skills in real estate and document imaging. Knowledge of the principles, practices, and trends of public and business administration, including management analysis, planning, and program evaluation; Understanding of factors involved in appraising property; principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases; legal procedures and documents involved in real property transactions; Excellent written and verbal communication skills and ability to work independently to manage multiple leases & locations while meeting strict deadlines in a fast paced and highly challenging environment. Problem solving skills are essential and attention to detail with ability to work quickly with changing priorities is required. Must be a team player with initiative and flexibility. Must be proficient in the use of Microsoft Office.</p> <p>.</p> <p>If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.</p> <p>The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.</p> <p>Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews. This position is subject to close at any time once a satisfactory applicant pool has been identified.</p>

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

